

CSUDH Listserv User Guide

This document contains the instructions for users to subscribe and unsubscribe from e-mail lists hosted by California State University Dominguez Hills. The server name that hosts the lists is "lists.csudh.edu". Please make sure that you use the correct server name for all lists hosted on this listserv.

Subscribing to a Discussion

To subscribe to a list, send an email with no message to:

join-listname@lists.csudh.edu

For example:

join-csudhtalk@lists.csudh.edu

Unsubscribing from a Discussion

The best way to unsubscribe from a list is to send a blank email to the unsubscribe address specified at the bottom of each email you receive. This address is in the form of

leave-listname-yourspecialnumber@lists.csudh.edu

The "special number" is a unique identification number that ensures you will be unsubscribed.

Alternatively, you can leave out this unique ID number and send a blank e-mail to:

leave-listname@lists.csudh.edu

For example:

leave-csudhtalk@lists.csudh.edu

Contributing Messages to Discussion List:

Members can post to the list by sending their message to:

listname@lists.csudh.edu

For example:

csudhtalk@lists.csudh.edu

Member Types for Discussions

This determines how you will interact with the list. The member types are defined as follows:

Mail: Receive messages to your email address as they are contributed to the list. This is the default setting, and the typically the preferred member type.

Alternatively, you may wish to be member type:

Digest: Receive all of the daily messages in digest format in one e-mail.

MIME Digest: Receive all of the daily messages in one e-mail in MIME format. With MIME, each message is received as an attachment to the email.

Index: Receive a daily index of the subject lines of the messages of the day. You can then request specific messages or view them with the web interface.

Nomail: Don't receive list contributions to your e-mail address. You can view messages with the web interface.

To change your member type, send an email to:

lyris@lists.csudh.edu

With the message:

set listname option

For example:

lyris@lists.csudh.edu

With the message:

set csudhtalk digest

If you don't know what your member type is, you can find out by sending an email to:

lyris@lists.csudh.edu

With the message:

query *listname*

For example:

lyris@lists.csudh.edu

With the message:

query csudhtalk

If you send this query message, you will be sent back an email with all of your member settings, including member type.